

## **CREDITING ANNUAL LEAVE ACCRUALS BASED ON PRIOR NON-FEDERAL SERVICE**

### NATIONAL FINANCE CENTER

- Enter an adjusted Service Computation Date (SCD) that allows for the desired leave accrual

### DOS T&A SOFTWARE

- Enter the appropriate annual leave category on the Leave Balance Screen

### WEBTA

- Enter the modified SCD in the Employee T&A Profile
- The new annual leave category will be generated in the Leave Record based on the adjusted SCD